

Audacity Basic Skills Inventory

I am able to perform the following tasks:

	Task	Hint
1. _____	Open the Audacity software.	Start button > All Programs
2. _____	Recognize the basic parts of the Audacity interface.	Tools, Buttons, Menus, etc.
3. _____	Import a sound file.	File menu > Import... > Audio
4. _____	Be familiar with waveform patterns.	Loud sounds have taller waveforms.
5. _____	Be familiar with the Timeline.	Expressed in seconds
6. _____	Understand Tracks and Channels.	A track is a distinct succession of recorded material and may contain one or more channels.
7. _____	Understand Monaural and Stereophonic.	A monaural track contains one channel: a stereo track contains two channels, left and right.
8. _____	Recognize the essentials of the Track Control Panel.	Mute, Solo, etc.
9. _____	Zoom in and zoom out on a waveform.	Zoom Tool and Zoom buttons
10. _____	Use the Audio Controls.	Transfer knowledge of controls on CD and DVD players.
11. _____	Begin playing a sound from various positions within the waveform.	With the Selection tool active, click in the waveform to position the playhead.
12. _____	Select a portion of a sound.	Selection Tool
13. _____	Play a selected portion of a sound	Play button (Green arrow)
14. _____	Adjust a selection to make it larger or smaller.	Move the cursor over the start or end of the selection until it becomes a pointing finger.

15. ____	Delete the selected portion of a sound.	Press the Delete key.
16. ____	Undo the previous action	Edit menu > Undo (or Ctrl+Z)
17. ____	Create a new blank audio track	Tracks menu > Add new...
18. ____	Understand the difference between Saving an Audacity Project file and Exporting an MP3 (or other type of) sound file.	A Project file opens only in Audacity and preserves editing work. An MP3 file may be imported or inserted into other programs like PowerPoint and Movie Maker.
19. ____	Save an Audacity project file.	File menu > Save Project
20. ____	Export an MP3 file.	File menu > Export... > Save As Type > MP3 Files
21. ____	Apply effects like Amplify, Fade In, and Fade Out.	Select all or some of sound and then choose from the Effect menu.
22. ____	Understand that Clipping should be avoided.	Clipped sound is overly loud and distorted.
23. ____	Use the Trim feature to reduce a sound file to a selected area.	Edit menu > Trim
24. ____	Have two tracks open at the same time.	File menu > Import... > Audio
25. ____	Adjust the timeline position of a track by using the Time Shift Tool.	Time Shift Tool
26. ____	Create an overlapping transition between two sound files.	Overlap waveforms.
27. ____	Use the Split feature to divide a track into two or more independent sections.	Edit menu > Split
28. ____	Use a microphone to record live sounds.	Recording Input menu
29. ____	Adjust the Audio I/O (Input/Output) settings in the Audacity Preferences.	Edit menu > Preferences...

Installation Skills

30. _____	Download the Audacity software.	Follow the links at http://audacity.sourceforge.net . Choose Save, not Run.
31. _____	Download the Lame MP3 encoder.	Follow the links at http://audacity.sourceforge.net . Choose Save, not Run.
32. _____	Install the Audacity software.	Accept all recommended settings.
33. _____	Unzip the Lame MP3 encoder and place the extracted Lame folder in a easy-to-find location.	Right click on zipped folder and choose Extract All.
34. _____	Locate the Lame MP3 encoder during the first Export as MP3 process.	In the Locate Lame window, click Browse and locate the file named lame_enc.dll.